

MCRC FROST CALL 003-04 DATED 4 DECEMBER 2003

From: Commanding General, Marine Corps Recruiting Command

Subj: TEMPORARY ADDITIONAL DUTY PRIOR TO TBS FOR NEWLY
COMMISSIONED OFFICERS


Ref: (a) MCO P1080.40C Marine Corps Total Force Personnel
Reporting Instructions Manual (MCTFS PRIM)

1. Purpose. To establish procedures for the identification, and accession of Permissive Temporary Additional Duty (PTAD) Officer Selection Officers (OSO's) in support of the officer recruiting effort.
2. Background. PTAD OSO's are one method of aiding the recruiting effort of officers, by using newly commissioned officers prior to their reporting to The Basic School (TBS). This program was not utilized in previous fiscal years (FY). Regions have requested to revive this program. The responsibility to make sure this program is conducted in accordance with the procedures delineated below rests with the individual command. Errors in the administration of the program will result in administrative and pay problems for the newly joined lieutenant.
3. Information. Manpower budgeting allows for 75 PTAD OSO's per region. Second Lieutenants (0-1) will be authorized up to 60 days PTAD prior to reporting to TBS. For example, a Second Lieutenant with a report date of 12 April may be brought onto active duty 12 February to support the OSO, and will subsequently report for duty with Co C, TBS on 12 April. Due to officer end strength, there will be no FY crossovers, Second Lieutenants accessed in any given FY will report to TBS during that FY. Timely requests are of the utmost importance. All requests for PTAD will be submitted to MCRC, through the respective region for concurrence.
4. Action. **The maximum length of PTAD will be 60 days, to be run continuously.** No request will be affected until the Second Lieutenant in question is **within 60 days of reporting to the assigned TBS class.** Request PTAD orders 30 days prior to the effective date (90 days prior to TBS). Note that Student Naval Aviators are required to report to TBS 70 days prior to the start of their TBS Company start date for Introductory Flight Screening (IFS). Therefore PTAD requests must be 60 days prior to the IFS start date, and not on their company start date.

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Upon arrival at the OSO Office/RS headquarters, a join entry and appropriate audits will be accomplished. It is the responsibility of the command to ensure the join is reported into MCTFS in accordance with chapter 6 of the reference, and appropriate join entries, to include but not limited to, coordinating with the reserve unit to effect a transfer (if applicable), ID cards for Marine, (DEERS enrollment for family members, if applicable), SGLI, direct deposit enrollment etc. Again chapter 6 of the reference pertains. Upon completion of TAD the lieutenant will be transferred and is to immediately report to TBS to commence training.

5. Point of contact is LtCol R. F. Wendel, MCRC G-3, at DSN 278-9437 or commercial (703) 784-9437.


D. L. MCMANUS
By direction